

## **Fresno Metro Ministry**

### Job Description

**Title:** Hunger/Nutrition Program Director

**Reports To:** Executive Director, Fresno Metro Ministry

**Location:** 1055 N. Van Ness Ave. • Suite H • Fresno, CA 93728

**Status:** Exempt

**Hours:** Full-time (40 hours/week)

**Pay Range:** \$25 to \$27 USD/hour

### **Fresno Metro Ministry**

Established in 1970, Fresno Metro Ministry is a multi-faith, multicultural organization that promotes social, economic, and environmental justice to create a more respectful, compassionate, and inclusive community. Metro advocates for change in community and institutional systems through collaboratives involving individuals, organizations, elected officials, and religious institutions. Currently Metro advocates for health care access, nutrition education and food security, clean air and a healthy environment, cultural and religious diversity and understanding, and supportive human services.

### **Position Overview**

The Program Director directs, coordinates, and administers Metro's Hunger / Nutrition Program; develops and implements programming; maintains records; initiates funding to support the Program; reports to funders; implements organizational, policy, and systemic changes in support of Program goals; communicate and collaborate with stakeholders; provide technical assistance to the eight county Regional Central California Obesity Prevention Project (RCCROPP); and support and further Metro's mission.

### **Responsibilities**

#### General

- Develop grants for Program funding.
- Issue reports to funders.
- Evaluate and track Program events and materials.
- Provide technical assistance to Fresno CCROPP and the seven other county CCROPPs.
- Support the Fresno CCROPP Director and the Fresno County CCROPP Council.
- Act as media spokesperson on Program matters and Hunger/Nutrition matters in general and as resource to media.
- Develop press releases and alerts and op ed pieces for the Program and related issues and events.
- Respond to community-based organizations, researchers, and others on matters related to hunger, nutrition, obesity, and related chronic diseases.
- Make public presentations on hunger/nutrition matters and related policy matters.
- Supervise the PARCS Neighborhood Garden Manager.
- Supervise the H/N Assistant.
- Supervise interns (generally, one CSUF and four WIC Dietetics).
- Communicate and collaborate with other Metro programs.
- Support Metro activities (e.g. newsletter, Annual Meeting, fundraisers, etc.)
- Attend Metro meetings as required.

- Other duties as assigned.

### Advocacy

- Work with FUSD Wellness Policy Committee to insure full implementation.
- Work in partnership with Fresno CCROPP to increase the number of farmers' markets and farm stands and the acceptance of EBT/WIC at each.
- Advocate for the Universal Breakfast Initiative in FUSD in coordination with Project LEAN, California Food Policy Advocates, and legislative initiatives.
- Advocate hunger and nutrition access issues at the local, state, and federal levels.
- Working with MAZON and the California Hunger Action Coalition, assist in the planning and implementation of Hunger Action Day involving low-income participants in the May Legislative Day.
- Convene and facilitate monthly food stamp advocates meetings with partners to promote participation and health eating.
- In general, advocacy with local, state, and national organizations on hunger/nutrition matters consistent with Program goals.

### Education and Outreach

- In collaboration with County, State, and USDA Regional groups, engage in food stamp outreach.
- In collaboration with Fresno CCROPP, plan and implement monthly forums and trainings.
- In partnership with Kaiser Permanente, coordinate the annual Healthy Eating Active Living Best Me Theatre Program.
- Engage in nutrition education consistent with Program goals.

### Collaboratives, Connections, and Networks

- Develop Community Garden Coalition.
- Assist coordination and promotion of the Fresno County Summer Lunch program, including PSAs, sponsors/sites, and tracking participation.
- In collaboration with community-based organizations working with low-income populations, provide organizing and outreach services consistent with Program goals.
- Assist Fresno CCROPP collaboration with the Fresno County Public Health Department in Building Healthy Neighborhoods.
- Represent Metro on the FEMA/ESFP Board.
- Work with the Professional Exchange Services Center (food resource hotline) to increase nutrition program participation (food stamps, WIC, summer lunch).

### **Qualifications**

#### Required:

- Bachelor's degree.
- A minimum of 2 years experience managing a significant program related to at least one of the following areas: food access, hunger and poverty, nutrition education.
- Significant experience in grant writing, reporting, and budgets.
- Knowledge of systems and policy change.
- Ability to work independently and under deadline pressure.
- Exceptional verbal and written communication skills.
- Exceptional interpersonal and team player skills

- Demonstrated ability to work successfully with diverse groups and through many communication vehicles (e-mail, voice mail, written correspondence, personal meetings, etc.), to take initiative, and to work both independently and as part of a team.
- Demonstrated ability to set priorities, meet deadlines and work with high degree of accuracy.
- Facility with PC systems and competency/experience with standard software (Microsoft Office: Outlook, Word, Excel, PowerPoint, etc.).
- Personal attitude that includes flexibility, willingness to adapt to changing situations and good sense of humor.

Strongly Preferred:

- Masters degree.
- Understanding of food access/distribution systems.
- Understanding of local, state, and national governmental and nonprofit agencies involved in food access, hunger and poverty, or nutrition education issues.
- Understanding of emerging chronic diseases related to obesity.
- Bi-lingual – Spanish or Hmong.
- A background in social justice.
- A background in community organizing and outreach.

(Rev. Sep 09)